
ORIENTATION STATEMENT

For use of this form, see AR 690-300, chapter 301; the proponent agency is DCSPER

SECTION I

(This section is to be completed by the selectee upon completion of the processing orientation.)

I hereby acknowledge receipt of a copy of DA Pam 690-1, "Working Overseas with the Department of the Army" and the DA pamphlet in the 608 series ("_____, Facts You Need to Know").
(Country of assignment)

I have read these pamphlets and understand and accept without reservations the conditions set forth therein.

I have been briefed on all of the topics listed on the attached Orientation Checklist and understand my entitlements, rights, responsibilities, and obligations in these areas.

I have been given the opportunity to participate in the Exceptional Family Member Program for handicapped school-aged family members, if appropriate.

SIGNATURE OF SELECTEE

DATE

SECTION II

(This section is to be completed by the personnel office representative responsible for processing the selectee for the overseas assignment.)

The selectee has had an opportunity to discuss the contents of the DA pamphlets listed above with me, and I have answered all questions to the best of my ability.

I have discussed each of the topics listed on the attached Orientation Checklist with the selectee and have answered all questions to the best of my ability.

SIGNATURE OF CPO REPRESENTATIVE

DATE

NAME AND ADDRESS OF INSTALLATION

ORIENTATION STATEMENT (Cont'd)
ORIENTATION CHECKLIST

- ☐ Position description.
- ☐ Information pamphlets on country to which employee is being assigned.
- ☐ DA Pam 690-1 (Working Overseas with the Department of the Army).
- ☐ CPP 63 (Civilian Travel and Transportation - Permanent Change of Station Travel).
- ☐ Tour of duty, transportation agreement.
- ☐ Family member travel eligibility.
- ☐ Family member employment counseling.
- ☐ Dependent schools.
- ☐ Housing availability and cost.
- ☐ Allowances and differentials (Discuss SMA).
- ☐ PX and commissary privileges.
- ☐ Transportation and storage of household goods.
- ☐ Advance of pay.
- ☐ Hold baggage - how to ship.
- ☐ Furniture and appliances - what to ship.
- ☐ Privately owned vehicle - shipment.
- ☐ Name, address, and telephone number of sponsor.
- ☐ Port call information.
- ☐ Port facilities.
- ☐ Steps to follow upon arrival overseas if not met at port.
- ☐ Where to report at overseas destination.
- ☐ Time limitations on overseas employment.
- ☐ Reemployment rights.
- ☐ Returnee placement program.
- ☐ Federal Employee Group Life Insurance.
- ☐ Health benefits.
- ☐ Emergency-essential position obligations.
- ☐ Exceptional Family Member Program.

ORIENTATION STATEMENT (Cont'd)
ORIENTATION CHECKLIST

- ☐ Payroll allotment.
- ☐ Retirement system or social security.
- ☐ Travel claims and transportation requests.
- ☐ US Savings Bonds.
- ☐ Annual and sick leave.
- ☐ Renewal agreement travel.
- ☐ Home leave.
- ☐ Emergency procedures for reaching employee overseas through Red Cross.
- ☐ Documents required for DEERS registration.